

Dear Continuing Education Sponsor:

Thank you for your interest in continuing education. The process of endorsing continuing professional training events is intended to ensure that these events meet the requirements for certification renewal. Education specific to alcohol and drug prevention and treatment, general counseling, the administration and management of programs, and/or topics relevant to the enhancement of the knowledge and skill of a certified professional will be approved for certification renewal.

Once endorsement is granted, you may advertise that your training event is BAPP approved. Certified professionals look to BAPP approved training events as their first choice in selecting education for certification renewal.

Professional training events must be submitted and approved for every two-year certification cycle. All continuing educational events must be approved within 30 days before or after the event is held.

Procedures for Approval:

Complete and submit the 'Educational Provider Status Agreement', the 'Request for Approval of Continuing Professional Training', and the \$25.00 service provider fee. Provide copies of the brochure for the continuing professional / educational training event, to include: date(s) and location of the event; sponsoring agency; topics covered; instructors and their qualifications; number of contact hours requested; and, agenda outlining the time frame of program activities (actual hours for sessions, breaks, lunches, etc.).

Once the event has been approved, you are responsible for providing a certificate of attendance, upon completion, to each attendee. The certificate must carry the attendee's name, the title of the educational training event, the date(s), and the contact hours granted. It is also helpful to have the sponsoring agency's name on the certificate.

Attendees should only be granted the number of contact hours for which they attend. If they leave the training prior to the completion, or attend just one day of a two-day event, give only the hours for which they are entitled. Attendance sheets must be maintained by the sponsoring agency for three years from the date of the offering.

Thank you for seeking endorsement of your continuing professional training event and for providing quality continuing education for alcohol, drug, and prevention professionals.

If you have any questions, please contact the BAPP Administrative Office at 605-332-2645 or by email at bapp@midconetwork.com.

BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
EDUCATIONAL PROVIDER STATUS AGREEMENT

Name of Agency/
Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Contact Person: _____

I/we agree to adhere to the guidelines of the Board of Addiction and Prevention Professionals (BAPP) for submission of continuing professional training events to be considered for BAPP approval. Requests for approval must be submitted within 30 days before or after the event is held. The BAPP reserves the right to request additional information for clarity of the program and/or the educational offering. The BAPP also reserves the right to audit the event.

Sponsors or organizations providing the training must agree to issue a certificate of attendance, or other evidence of attendance, to the participants and must keep an attendance record for three years from the date of the event.

Please submit this 'Agreement', the 'Request for Approval of Continuing Professional Training', the required documentation, and the \$25 service provider fee.

Note: The service provider fee is not required for 'free' training events.

Signature

Date

**BAPP
REQUEST FOR APPROVAL OF
CONTINUING PROFESSIONAL TRAINING**

Date Submitted: _____

Name of Training Event: _____

Is there a Registration Fee for this Training Event? No ☐ Yes ☐ Amount \$ _____

Sponsoring Agency: _____

Date of Activity: _____

Hours of Continuing Professional Training Requested: _____

Location of Event (Site): _____

City: _____ State: _____

Instructor(s): _____

Qualifications of Instructor(s): (Sponsoring Agency attach Vitae): _____

Documentation of Training Event must be attached. (Include Brochures, Course Descriptions, Course Syllabus, Time Frames, Agenda, etc., to assist in evaluating the validity of the training.

Information of Person Submitting this Form:

Name: _____

I am attending this event: ☐
(Include home address below)

OR

I am a sponsor representative: ☐
(Include agency name and agency address below)

Name of Sponsoring Agency (if a sponsor representative): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

**COMPLETE THE ABOVE INFORMATION AND SUBMIT ORIGINAL AND ONE COPY OF THIS FORM,
ALONG WITH THE TRAINING DOCUMENTATION, TO:
BAPP, 3101 West 41st Street, Suite 205, Sioux Falls, SD 57105**

APPROVAL: The BAPP Administrative Office will complete this section, and one copy of this form will be returned to you for your records.

THIS TRAINING EVENT HAS BEEN APPROVED FOR:

_____ Hours of Continuing Professional Training

Authorized Signature

Date